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MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Colonel L. K. White, Deputy Director, (Support)

SUBJECT : Revised Fitness Reporting Program

1. This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph 4.

2. The attached revised Fitness Report, Form 45, (Tab A), resulted from a thorough review and study of the use of the previous form. The study was considered by the CIA Career Council at its 69th Meeting on 1 February 1962. Changes recommended by the Council have been incorporated in the form and it has the concurrence of the members of the Council.

3. Attached as Tab B is a proposed Notice announcing the changes in the Agency's Fitness Reporting Program. The principal changes are general simplification of the overall form and a presentation of precisely defined rating standards as a part of the form.

4. It is recommended that you approve for use the attached Fitness Report, Form 45, (Tab A), and for publication the Agency Notice, (Tab B), announcing the revised Fitness Reporting Program.

Emmett D. Echols
Director of Personnel

The proposals in paragraph 4 are approved.

Marshall S. Carter
Lieutenant General, USA
Deputy Director of Central Intelligence

Date